



# **U.S. Army Research, Development & Engineering Command Acquisition Center**



## **ACQUISITION CAREER RECORD BRIEF (ACRB)**



# U.S. Army Research, Development & Engineering Command Acquisition Center



## ACRB

|                                       |  |                                      |  |
|---------------------------------------|--|--------------------------------------|--|
|                                       |  |                                      |  |
| <b>SECTION I-CURRENT POSITION</b>     |  |                                      |  |
|                                       |  |                                      |  |
| <b>SECTION V-PREFERENCE</b>           |  |                                      |  |
|                                       |  |                                      |  |
|                                       |  | <b>SECTION VII-EDUCATION</b>         |  |
| <b>SECTION VIII-AWARDS</b>            |  | <b>SECTION X-CERT/LIC</b>            |  |
| <b>SECTION VI-ACQ/LEADER TRAINING</b> |  |                                      |  |
|                                       |  |                                      |  |
|                                       |  | <b>SECTION IX-ASSIGNMENT HISTORY</b> |  |
|                                       |  |                                      |  |



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## ACRB

- One page document.
- Shows information related to your current position and prior accomplishments.
- Available for viewing and printing from the internet:

<https://rda.altess.army.mil/cappmis/index.cfm>



# supporting the acquisition workforce



## CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM



supporting  
the warfighter



### CAPPMIS Login

User Name:

Password:

Login

Reset

Login Help

Forgot User Name/Password

New Users: [Create New Account](#)

### CAPPMIS AKO Login

LOGIN

To login to CAPPMIS with your AKO Account  
please click the button above.

For assistance with AKO Login to CAPPMIS, click  
[Here](#)

### News

- Currently there is no news to report.

### Welcome

This is a Department of Defense (DoD) web site. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD web site, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD web site may subject you to criminal prosecution. Evidence of



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## ACRB USES

- Maintain background on Army Acquisition Workforce member.
- Request Acquisition Position Certifications.
- Apply for Defense Acquisition Corps Membership.
- Apply for Acquisition Education, Training, and Experience Opportunities.



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## ACRB - HOW TO UPDATE

- Print copy from internet or request copy from Acquisition Support Center.
- Pen and ink changed and/or attach additional information as needed.
- Sign ACRB. Only you have to sign it.
- Send to cognizant Acquisition Career Manager.

### Notes:

1. Limited User update capability.
2. For update instructions (including Video Tutorial) – refer to link below.

<https://rda.altess.army.mil/cappmis/index.cfm> (“ACRB Instructions”)

3. Color coded ACRB (detailing how each section is updated) – see link below.

<https://rda.altess.army.mil/cappmis/common/pdfs/colorCodedACRBExample.pdf>

ACQUISITION CAREER RECORD BRIEF

UNCLASSIFIED/PRIVACY ACT PROTECTED INFO

For update instructions access the WEB at  
[https://rda.rdaia.army.mil/cappmis/acrb\\_insl/](https://rda.rdaia.army.mil/cappmis/acrb_insl/)

BRIEF DATE

PAY-PLAN/GRADE

SERIES/AOC

SSN

NAME

SECTION I - CURRENT POSITION DATA

SECTION II - SECURITY

SECTION III - ACQ CORPS DATA

SECTION IV - PERSONAL

TITLE

CLEARANCE TYPE

SVC COMP D

AAC MEMBER

AAC ACCESSION DATE

MAILING ADDRESS

CATEGORY

INVESTIGATION TYPE

CDG

YEAR

AAC CAREER FIELD

MONTHS OF ACQ EXP

STREET

AAC CERT LEVEL REQ

DATE INVESTIGATED

CAP

AAC CERT LEV REQ

AAC RESERVE STATUS

CITY

STATE

ZIP

COMMAND

SECTION V - PREFERENCE

DATE ENTERED PRESENT POSITION

5-YR REVIEW DATE

WORK PHONE #

DSN

PERSO

GEOGRAPHICAL

FAX #

HOME PHONE #

E-Mail:

ACQ PO

FUNCTIONAL

SECTION VII - EDUCATION

SECTION X - CERTIFICATIONS/LICENSES

APL NU

COMMAND

INSTITUTION

DEGREE

Career Field

Career Level

Date Cert

SECTION VI - ACQ/LEADER TRAINING

SECTION VIII - AWARDS

DISCIPLINE

YEAR

Professional License

COURSE

DATE

INSTITUTION

DISCIPLINE

Professional License

Name from List

MM/DD/YYYY

Don't forget the School Name

From IDP

Highest Degree

Acq Corps Qual - Credit Hrs.

Continuous Learning

SECTION IX - ASSIGNMENT HISTORY

FROM

MO

ORGANIZATION

LOCATION

COMMAND

DUTY TITLE

SERIES

GRADE

APC

SUPVR

DAU,  
DAU Equiv,  
Leader

Civilian, Military, Industry Experience

A false statement on any part of this document may be grounds for not hiring you, disqualifying you from eligibility to participate in acquisition career development programs or firing you after you are hired or selected for one of the acquisition career development programs. Also, you may be administratively disciplined or punished by fine or imprisonment. (U.S. Code, title 5, section 552a; title 18, section 1001; Art 107, MCM 1984 (1995 ed.); AR 690-751)

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewing Official's Signature \_\_\_\_\_ Date: \_\_\_\_\_

The above named individual is Certified in the Career Field as annotated in Section X.

PRINT Certifying Official Grade/Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_